

Notes  
Visiting Volunteers Meeting  
February 19, 2009

Attending:

Josh Sainz, Lawrence Black, John Morris, Anne Miller, Ed Jalbert, Lynette Combs, Debra Herbst, Rich Phillips, John Taylor, Diana Batzel

Convene: 7:05 PM

Adjourn: 8:35 PM

Business:

- 1) Rich provided the meeting agenda, the volunteer list, the 2/10/09 Volunteer Update and the preliminary list of participants to those in attendance.
- 2) Everyone had signed the volunteer agreement except Josh Sainz. I will send him a copy electronically.
- 3) Those in attendance were satisfied with the team pairs I proposed:

Anne Miller/John Morris	Ed Jalbert/Lynette Combs
Terri Weinstein/John Taylor	Diana Batzel/Bill Goss
Debra Herbst/Rich Phillips	Lawrence Black/Kevin Dupont
John Medose/Dan Chodorkoff	Saul Gresser/Josh Sainz

Note: Polly and Roger Lawrence and Rich Aiken will not be visiting

- 4) Assignment of teams to preliminary list of participants:

Anne/John:	Walt Schwarz 426-3638	Tom DiMatteo 426-3736
	Margaret Tanner Riley 426-3252	
Teri/John	Jay Strauss 454-7305	Lucy Blue 454-7726
Debra/Rich	Mimi Arnstein 426-3361	Les Snow 426-3800
John/Dan	Carol Whelan Sanborn 426-2133	Judy Carpenter 426-3334
Ed/Lynette	Jules Rabin 454-7119	Jessica Rubin 426-2103
	Anne Jameson 426-1692	
Diana/Bill	Margot Lasher 426-3430	Peggy Arthur 426-3830
Lawr/Kevin	Dennis Florio 426-4188	Greg Breer 426-3857
Saul/Josh	Pam Sicely 426-3221	Lori Abare 454-1620\
	Joan Misek 272-9383	

- 5) Rich has not yet gotten back to participants to get all the required intake information. He will do this by Monday, February 23, 2009. The intake information will include:
  - a) Does the participant rent? If so, Rich will deal with the landlord sign-off.
  - b) Request for participant to gather the annual heating fuel use (whatever kind of fuel is used) and the annual electrical use. Note the electrical use is not required in the VCEM program and is not on the form so we'll write it on the edge of the form and I will take it off and log it before the forms go to Efficiency Vermont.
  - c) Do they have an electric water heater without a blanket?

- 6) Once Rich has completed the intake work, he will e-mail the volunteers so they can begin making the contacts and set up the visits. The participants will be waiting for your call
- 7) We are going to have a common visiting day among the three towns on Saturday, February 28, 2009 in an effort to draw more press coverage. We would like as many teams as possible to schedule visits for that day. It is understood that conflicts with personal may make this possible.
- 8) Each team member should practice on their own home before doing any participant's home
- 9) The teams will pick up the needed supplies from my house. I will have a sign out form so I can keep track of the supplies. Water heater blankets will go with teams that have participants needing them based on the intake information. Thermostats will go with Bill Goss as he is the only one installing them. The need for a thermostat will be logged by me off the Participant Intake Form and forwarded to Bill.
- 10) Each team needs to assure they have the equipment listed on the back of the Volunteer Guide when visiting. Absent from that list is a face mask and gloves for installation of the fiberglass water heater blanket. Also, the program is supposed to provide Teflon tape but I haven't seen any to date. You probably need to have your own.
- 11) Miscellaneous:
  - a) Make sure you keep all information and observations derived from the home visit confidential.
  - b) If you see non-emergency safety hazards, suggest the homeowner consider fixing the problem, and if they need assistance suggest they call 211 for a referral to a possible. Also suggest they use 211 for heating, food and transportation assistance. This can be easier than trying to remember the numbers of all the assistance agencies.
  - c) The Participant Intake Form has a place for E-mail address. Giving this information is at the option of the participant. We should let them know the purpose is so the Marshfield Energy and Climate Change Committee can provide energy related information in the future such as upcoming energy events in Marshfield and throughout Central Vermont, incentive information, energy reduction testimonials of Marshfield residents etc. The e-mail address would be available to Efficiency Vermont and may be used to contact the participant (if the participant agrees that EV can contact them as provided on the second page of the Intake Form)
  - d) In your practice session on your own home, try the measurement of flow from a showerhead so you are not you are prepared.
  - e) When calculating the square footage of a home for the "How Efficient is Your Home" just take the outside dimensions and multiply them together for the first floor footage. If the second floor is heated, then double the first floor footage. If the basement actually is heated with its own heat registers or radiators, then this space must be added also.
  - f) Make sure you read and follow the volunteers guide particularly in regards to the programmable thermostat discussion and what to look for in the basement and attic
  - g) Make sure the participant signs the "Release and Liability Waiver" on the back of the Intake Form.
  - h) Try to stay on the energy issues and not go off into the family, national politics, state politics, the depression etc etc.----Good Luck on That!!
  - i) Nuff Said???